

**NUTRITION SERVICES DIVISION
MANAGEMENT BULLETIN**

No. 03-705

TO:	Summer Food Service Program Sponsors	ISSUE DATE: May 2003
ATTENTION:	Food Program Director	
SUBJECT:	Field Trips	
REFERENCE:	United States Department of Agriculture (USDA), Administrative Guidance for Sponsors; USDA, SFSP Policy Memo 03-01, February 6, 2003	

This Management Bulletin clarifies the United States Department of Agriculture's (USDA) policy regarding field trips in the Summer Food Service Program (SFSP).

Sponsors are no longer required to obtain Nutrition Services Division's (NSD) preapproval for field trips. Sponsors are only required to report scheduled field trips that affect the time or location of SFSP meal service, including cancellations of previously reported field trips.

For your convenience, a prototype field trip notification form is attached. If you choose to use a form developed by your agency, please ensure you include all of the information contained in the prototype. You must submit the notification to NSD at least 24 hours before the date of the field trip. We will acknowledge receipt of the notification and return the form to you for your records.

If you have any questions, please contact your nutrition services representative, the Field Services Unit at (916) 445-0850 or (800) 952-5609, or Melissa Garza at (916) 322-5885 or mgarza@cde.ca.gov.

Phyllis Bramson-Paul, Director
Nutrition Services Division
Assistant Superintendent of Public Instruction

Attachment